

**FOURTH DISTRICT COURT OF APPEAL, STATE OF FLORIDA**

1525 Palm Beach Lakes Blvd.  
West Palm Beach, Florida 33401

**ADMINISTRATIVE ORDER RE: E-MAIL SERVICE OF COURT DOCUMENTS AND  
E-FILING BY REGISTERED USERS OF eDCA**

**AO2013-01**

**March 1, 2013**

- 1) **Electronic Service of Court Orders and Opinions.** Beginning March 1, 2013, the Court will serve acknowledgment letters, orders, opinions, and mandates through its eDCA Case Mail (e-mail) service. To receive documents electronically from the Court, an attorney must be registered with the Court and have received a confirmation email that the registration has been accepted. One may register at <https://edca.4dca.org> or the Court's website, [www.4dca.org](http://www.4dca.org). Registered users are responsible for keeping their email addresses with the Court up-to-date. It is the responsibility of the filer to safeguard his or her username and password to prevent unauthorized filings. Any electronic filings received via the filer's username are presumed to have been submitted by the filer. Submission of a document to the portal by a registered attorney will constitute a notice of appearance in the case by that attorney if an appearance in the case has not previously been made.
  - (a) Until and including March 15, 2013, all electronically filed documents must also be filed in paper.
  - (b) After March 15, 2013, electronically filed documents will be accepted without a duplicate paper filing. The Court will send documents by Case Mail to registered users. The electronically filed document will be deemed the official filing from March 1, 2013, forward.
  - (c) Until April 30, 2013, the Court will send paper documents in response to paper filings.
  - (d) Beginning May 1, 2013, service of all documents will be by Case Mail **only** except to self-represented parties and to attorneys who have requested and obtained a hardship waiver from the Court. Attorneys who have obtained a hardship waiver and self-represented parties will continue to receive all orders, opinion and mandates of the Court on paper through the United States Postal Service.
- 2) **Electronic Filing of Documents with the Court.** Beginning March 1, 2013, registered users may use the eDCA secure portal to electronically file all documents. No transmittal or cover letters will be accepted with these documents.
  - (a) After March 15, 2013, filings of all documents may be made either electronically or on paper, but no document should be filed using both

methods. If a document is filed on paper, compliance with the email requirement of Administrative Order No. 2011-1 is still required. If duplicate filings are made both on paper and electronically, the electronic version of the document received by the Court will be used to determine the filing date.

(b) **Beginning May 1, 2013, electronic filing of all documents is *mandatory*** and these documents will no longer be accepted on paper except from self-represented parties and attorneys who have requested and received a hardship waiver. The specific requirements for electronic filing may be found on the Court's website along with other helpful information about how to use eDCA. Documents that do not comply with the filing requirements will be rejected.

- 3) In accordance with Florida Rule of Judicial Administration 2.515, all documents filed with the Court must contain the name of the attorney of record, along with the current Florida Bar number, address, telephone number, including area code, primary email address and secondary email address, if any. Documents filed electronically with the Court shall not contain an original signature. The filer should sign the document using "/s/" followed by the filer's name, which signifies that the filer has read the document and confirms the filer's intent that the filing be accepted by the Court. The filer agrees that submitting the document for electronic filing creates the same good faith obligations as the original signature creates on a paper document.
- 4) Documents are required to contain a certificate of service, pursuant to Florida Rule of Appellate Procedure 9.420, in the form prescribed by Florida Rule of Judicial Administration 2.516(f), as amended. Thus, if a document is served on the opposing side by email or some other electronic means, the certificate of service must state the electronic means used as well as the date of service. Electronic filings which do not contain a certificate of service may be rejected.
- 5) The requirement of Florida Rule of Appellate Procedure 9.210(g) to file multiple copies of briefs is dispensed with for briefs that are filed electronically.
- 6) The date of filing an electronic document shall be the date it is electronically received by the Court up to 11:59 p.m. Eastern Time on that date. Any filing on or after midnight will be deemed to have been filed the next business day. Filings on a weekend, holiday, or any day the Court is closed will be deemed to have been filed on the next business day. Filers should leave a sufficient top right margin on the first page to accommodate the Court's time/date stamp. Filers must submit documents so that they are properly oriented to be read without needing to be rotated (such as on their side or upside down). After a document has been electronically filed through the portal, confirmation will be automatically emailed to the filer at the filer's registered email address(es) confirming receipt by the Court.
- 7) Once an electronic document has been submitted to the Court through eDCA, it becomes a filing with the Court. Court filings will be docketed in the case after

processing by the clerk's office during regular business hours unless the electronic filing is rejected as deficient. If the filer discovers after submitting a brief that there is a mistake, he or she must submit an amended brief, as well as a motion requesting that the Court accept the amended brief.

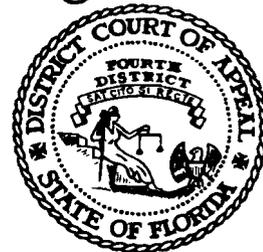
- 8) Any document filed by an attorney or pro se party must have all confidential material redacted. Only the redacted document should be filed. See Fla. R. Jud. Admin. 2.420 and 2.425.
- 9) Letters and correspondence addressed to the Court or the clerk of the court, other than the transmittal form required to be submitted with notices of appeal, are not permitted to be filed electronically and may not be included with electronic filings.
- 10) Failure to comply with this order may result in the filing being stricken and the case being dismissed or the filing being stricken and submission of the case to the Court without the benefit of the filing. If, for any reason, a party is unable to comply with this order, counsel must file a motion as a separate document with the paper original brief or document setting forth the reasons for which counsel cannot comply and requesting a hardship exception.

DONE AND ORDERED at West Palm Beach, Florida, on March 1, 2013.

  
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Melanie G. May  
Chief Judge

ATTEST:

  
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Marilyn Beuttenmuller  
Clerk of Court



Copies to:

Hon. Howard Forman, Broward County Clerk of the Court  
Hon. Jeffrey Smith, Indian River County Clerk of the Court  
Hon. Carolyn Timmann, Martin County Clerk of the Court  
Hon. Sharon Robertson, Okeechobee County Clerk of the Court  
Hon. Sharon Bock, Palm Beach County Clerk of the Court  
Hon. Joseph Smith, St. Lucie County Clerk of the Court

Fourth District Court of Appeal Judges